

# UCLA Diploma Mail Request

## INSTRUCTIONS

1. Diplomas are available no sooner than two months after the end of the term. For a specific availability date, call the Registrar's Office at 310-825-8883 to hear recorded availability information.
2. The diploma will not be released if there is an outstanding financial obligation to the university. Check MyUCLA for academic records and holds.
3. Submit completed form and check (payable to Regents-UC) for delivery fees, if applicable, to UCLA Registrar, Attn: Diploma Processor, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. Delivery fees can be remitted with this form or charged to the BruinBill account.
4. Form may be submitted by fax or e-mail ONLY with no-fee orders or if fees are charged to a BruinBill account. Fax to 310-206-4520, or send e-mail to [reginfo@registrar.ucla.edu](mailto:reginfo@registrar.ucla.edu).
5. Diplomas are sent by USPS first-class mail to U.S. addresses, by USPS airmail to international addresses, or by USPS express mail or FedEx if selected. Delivery fees are subject to change.
6. Student records are closed to revisions in enrollment, grading, and academic actions upon award of a degree. Students are responsible for requesting review of their record prior to award of their degree.

## DELIVER DIPLOMA TO

Full Name <i>(as appears on diploma)</i>				9-Digit UCLA ID	
Mailing Address – Street				Country	
City	State	Zip/Postal Code	Province (Canada only)	Telephone	
Degree Earned		Year/Term Degree Earned			
		Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
E-mail Address					

## PAYMENT (select one)

- Delivery fee charged to BruinBill account  
E-mail address required above
- Check enclosed

## DELIVERY TYPE (select one)

- USPS first-class mail to U.S. address NO FEE
- USPS airmail to international address NO FEE
- USPS express mail to U.S. address \$ 25.00
- FedEx to U.S. address *(street address only)* 25.00
- FedEx to international address *(street address only)* 35.00

Student Signature	Date
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## OFFICE USE ONLY

- Holds in depts. \_\_\_\_\_  Date \_\_\_\_\_  Processed by \_\_\_\_\_
- No \$  Letter sent  Duplicate application  Cash received  Check received